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26 Sept 1956  
J. C. [unclear]  
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26 September 1956

MEMORANDUM FOR: Agency Administrative Officers

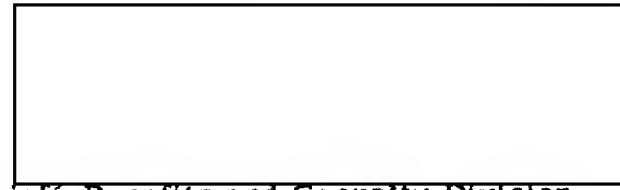
SUBJECT : Use of Indicator

1. Overseas stations and bases should be notified

immediately that the indicator [redacted] should be used

25X1

in connection with the forwarding of all communications to

Headquarters dealing with insurance matters.2. This, I am sure, will facilitate the processing of  
insurance applications and claims.

25X1

Chief, Benefits and Casualty Division

MEMORANDUM FOR: Chief, RI

MAR 1956

MEP

MEMORANDUM FOR: Chief, RI

THROUGH : SSA - DD/S

SUBJECT : Request for Insurance Indicator

It is requested that the necessary steps be taken to have an indicator assigned so that all payments for insurance premiums and requests for reimbursement on insurance claims be forwarded direct from RI to the Insurance Branch, Benefits and Casualty Division. This would eliminate much delay as well as the possibility of jeopardizing the insurance of our overseas employees.

S/G

Harrison G. Reynolds  
Director of Personnel

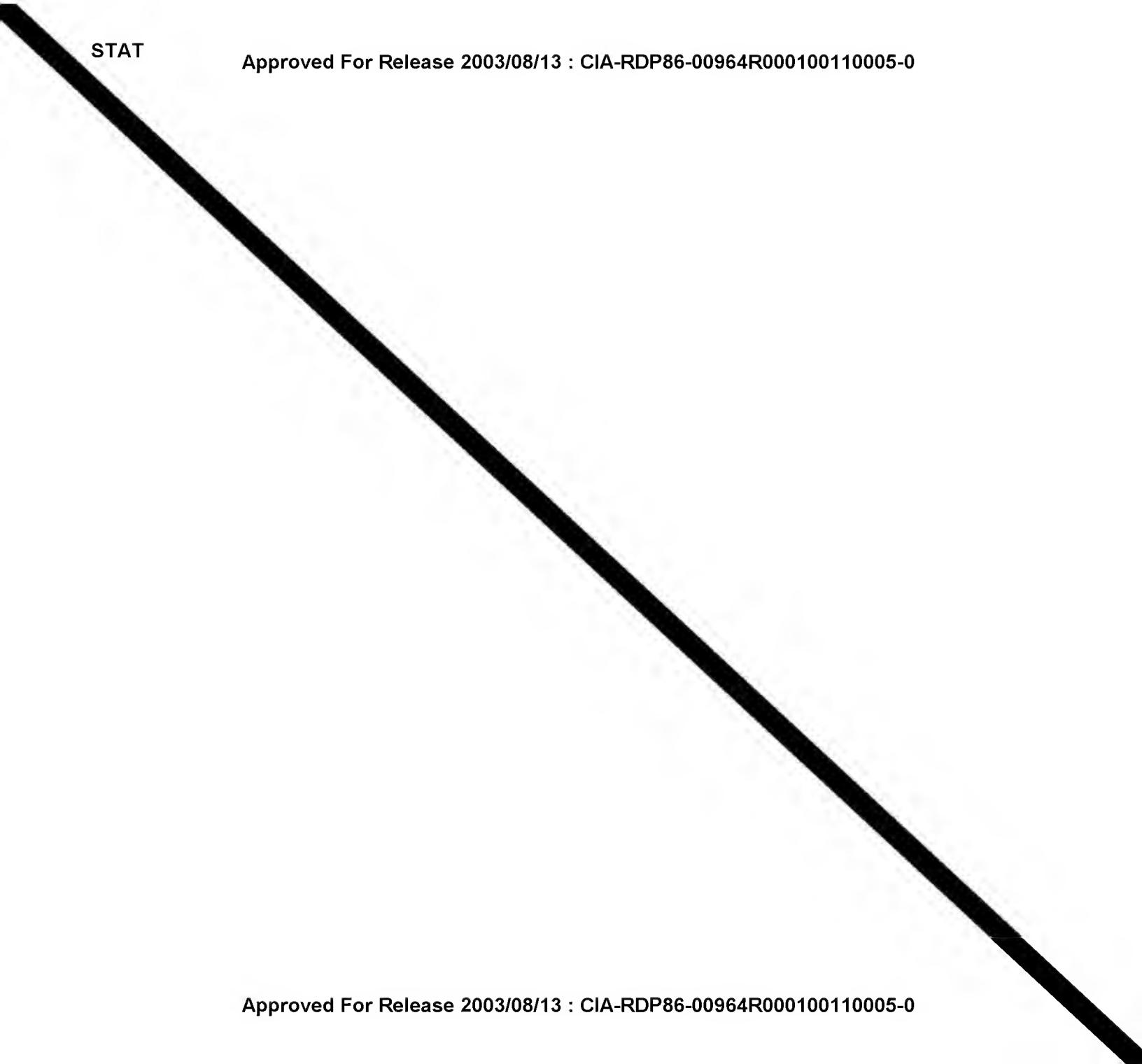
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OP/BCD/ [ ] :mkb (19 Mar 56)

Distribution:

O & 1-Addressee  
1-SSA-DD/P  
1-D/Pers  
1-BCD

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